Commonwealth Information Security Council Meeting
March 17, 2008
12:00 -2:00 p.m.
Commonwealth Enterprise Solutions Center
Summary

COV IS Council members attending:

Mike Garner (Tax)*	**Goran Gustavsson (APA)**
Marie Greenberg (SCC)	**Robert Jenkins (DJJ)**
Aaron Mathes (OAG) *	**Michael McDaniel (VRS)**
John Karabaic (DMAS)	**John Palese (DSS)**
Shirley Payne (UVA) *	**Steve Werby (DOC)**
Cathie Brown (VITA ex-officio)	
Peggy Ward (VITA ex-officio)	

* Teleconferenced

COV IS Council members absent:
John Willinger (DMHMRSAS)

Also attending: David Hines (Supreme Court); Maria Batiste (DMV), Tripp Simms (VITA), Don Drew (VITA), Benny Ambler (VITA), Ed Miller (VITA), John Kissel (VITA) and Judy Napier (Sec. of Technology) *

Collaboration Portal Status – John Kissel, VITA

John Kissel reported that the proposal for the Commonwealth Information Security Collaboration Portal, most likely in Sharepoint, will be ready April 8th. The entire Information Security community will be able to access the portal, but it will not be open to vendors. Interested parties can sign-up by sending an email to Vita Security Services. There will also be certain folders in the portal only accessible to the Council.

Compliance Management Tools – Ed Miller, VITA

Ed presented the Compliance Management Tools, a web-based toolset to assist with assuring customer agencies concerning the information security controls over sensitive systems, replacing the manual survey distributed two years ago. The information collected from the manual survey will pre-populate in this survey. Initial roll-out will be to a group of ISO's sometime in April, with a roll-out to the Commonwealth tentatively scheduled for May. This vehicle will allow the assurance team to provide the agencies with an accurate depiction of security controls. The next phase of this project is the set of tools for the IT Partnership. This piece is currently being developed and should be ready by May or June. The Council will provide feedback on a the plan for rolling-out this tools. A list of Frequently Asked Questions is currently being pulled together to assist ISO's with filling out the survey. The vision is for this survey to be updated by ISO's on an annual basis. Future versions will provide an example survey to assist the ISO's completing the survey.

Messaging in Transformation – Don Drew, VITA

Don reviewed the Enterprise Messaging System and its benefits, including it being a disaster recoverable system. Don indicated that the ability to send and receive emails has a 4 hour recovery time and there is a 34 hour recovery time for the actual mailboxes. Although this email roll out is intended to serve as a "one size fits all", it is being tailored to meet the varying needs of specific agencies. Don indicated that there would be secure email from agency to agency and

there is a method using MS certs to send secure email externally as well. He stated that it is the agency's responsibility to let VITA/NG know who is authorized. Don offered to bring in the people on his team for the next IS Council meeting to provide more detail on the encryption for this system. Other features of this system include a 100MB mailbox and storage on PST's, however, this is not a records management solution. Don stressed that pre-migration is the most important part of this process. It is the agency's responsibility to provide training for this process; training can be purchased through the Partnership. Establishing an agency point of contact is another vital step in a smooth transformation process. The Council disagreed with the email log-on standard for network access; Tripp will take this as an action item back to the VAR. Steve will create a document for the Council to advise on how to make the state people directory more secure. Those interested in the Records Management committee should contact Don, Rob, or Peggy.

Non-Disclosure Agreement Update - Peggy Ward, VITA

Peggy reported there was a meeting with Supply Chain Management to discuss the non disclosure agreement draft. She also stated that Longwood University is interested having a contract term drafted to hold contractors accountable for compliance with the SEC 501 Standard and its subsequent updates as well as a contract term for PCI compliance.

Committee Meeting Summary Template – Peggy Ward, VITA

Peggy asked the Council to review the Committee meeting summary template that was sent out to all Council members, and return any feedback or revisions. The template will create consistent meeting summaries for the Council and all committees, and establish good web presence.

Security Center – Tripp Sims, VITA

Tripp presented the Commonwealth Computer Security Resource Center. This resource center will be open to all users and provide alerts and more detailed information on malicious web attacks. The general public will be able to access high level reports through the general interface, and state agencies will be able to log-in to retrieve more specific data in regards to malicious attacks sent from IP addresses, or if their IP's were targeted by these attacks.

COV Trust Model - Mike Garner, Tax, Marie Greenberg, SCC, & John Willinger, DMHMRSAS

Marie asked the Council to review the draft Trust model and comment prior to the next IS Council meeting. The COV Trust Model was created using the New York state model and the NISC model. It is intended to be used for assurance and authorization, and as a generic framework for projects or programs implemented at a state level. The IAM Committee will review the draft COV Trust Model and compare with the VITA 501 Standard. After the Council comments are received, the COV Trust Model and will then be on ORCA for public comment.

Final notes – Peggy Ward, VITA

Peggy will propose alternative dates for the April IS Council meeting.

The Information Technology Investment Board is currently reviewing the revised Data Removal Standard.

There are 102 people signed-up for Wednesday's ISOAG meeting.